

## ISSSA Advanced Training Conference SESSION PROPOSAL

*Please print this document and complete. Then fax to 317-232-9140 along with the information listed below.*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone Number: (        ) \_\_\_\_\_

Mailing Address: Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email Address: \_\_\_\_\_

Please attach the following information to this document:

- Presentation Title:
- Session Abstract:
- Session Goals/Objectives:
- Audio-Visual Needs (Please note you must provide your own laptop computer):
- Travel Arrangements:
- Preference of Presentation Date:
- Available to Repeat Session:
- Session Length (Standard session length is one hour or two hours):

**Honorarium:** A standard honorarium is offered from the Indiana School Safety Specialist Academy at \$300 for one breakout session and \$500 for two breakout sessions. If you or the organization you represent choose to forgo this honorarium, please make notation.

**Handouts:** It is recommended to have handouts available for your session. The recommended number is 100. The Indiana School Safety Specialist Academy will print handouts for speakers if they are received electronically well in advance of the presentation.

**Submit Proposals to:**

ISSSA  
David Woodward  
Office of Student Services  
Room 229, State House  
Indianapolis, IN 46204-2798  
317-232-6975  
317-232-9140 (FAX)  
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